

## SENIOR ELECTRICAL SERVICE PLANNER

### DEFINITION

Under direction to: perform a wide range of complex administrative, professional and technical duties in providing electrical utility services to customers and do related work as required; lead and direct Electrical Service Engineering staff in providing electrical services to customers; participate in and oversee the work of staff engaged in customer service activities.

### ESSENTIAL FUNCTIONS

Utility representative who meets with customers, developers, architects, electricians, electrical engineers and contractors to determine new electrical services; reviews electrical plans, load calculations and electrical diagrams; conducts field checks of existing overhead lines for clearances and other utility conflicts; prepares work orders, drawings and specifications for distribution facilities for new residential, commercial and industrial developments; manages maintenance and capital projects including line extensions, pole-line rebuilds and new customer stations; serve as utility's Joint Pole Committee representative; prepares service confirmations and spots the locations for temporary and permanent meters and services; collects fees from customers and signs up customers for new services; reviews electrical panel drawings prior to manufacture; performs a wide variety of related engineering duties including but not limited to transformer load studies, system analysis, short-circuit calculations, estimating, AutoCAD drafting, Oracle applications; coordinates work programs with those of other City divisions, departments and outside agencies; assists in the training and evaluation of other paraprofessional employees; works at the one-stop customer counter in the first floor lobby for both water and electrical service; performs other related duties as assigned; drives on City business.

### MINIMUM QUALIFICATIONS

#### Employment Standards:

- Knowledge of - General Order 95, General Order 128, Electric Utility Service Equipment Requirements Guidelines, National Electric Code, and Joint Pole Procedures, metering, overhead and underground construction practices, computers and computer-aided design and drafting; skill in writing, oral communications and telephone etiquette.
- Ability to - interact with the public, architects, electrical engineers, developers, contractors, utility work crews and other City departments and provide excellent customer service; read architectural drawings/electrical diagrams, foster a teamwork environment, provide clear work instructions, train others and organize/prioritize workload; and maintain effective working relationships with supervisors, fellow employees and the public.

**Education/Training:** One year of college with courses in engineering and mathematics. Six years of engineering experience in an electric utility doing similar work.

**Note:** An equivalent combination of experience, education/training may be substituted for the listed minimum requirements.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

### SUPPLEMENTAL INFORMATION

None.